Central Washington University... ADDING CLASS PERMISSIONS

CLASS PERMISSIONS PATH

- 1. MyCWU
- 2. Faculty tab
- 3. Advising (under Faculty Dashboard)
- 4. Class Permissions/Blue Slip
- 5. Look up term (magnifying glass)
- 6. Search
- 7. Select course (results at bottom; only your courses show)
- 8. Enter Student ID Number
- 9. Click + to add a row (to add more students)

10. Save

IF A BOX IS CHECKED Closed Class:

Allows student to bypass the wait-list and automatically enroll in the course.

*If the student is already wait-listed for the course before this override is coded, the student must drop off the wait-list and enroll again.

Requisites Not Met:

Overrides prerequisites or co-requisites for the student.

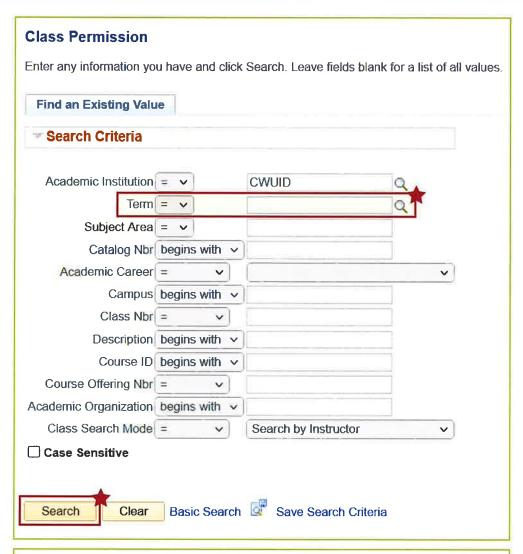
Consent Required:

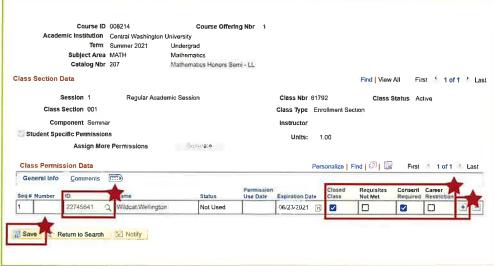
Allows student to enroll in a course that is scheduled as consent only.

Career Restriction:

Allows an undergraduate student into a graduate-level course.

Time conflicts, audit grading basis approval, and registration 6-10 days into the term cannot be coded in the Permission to Add screen. Repeat approval, credit overload approval, and registration beyond the 10th day of the term require additional layers of approval and also cannot be coded in this function. Please use the Change of Schedule Form or email reg@cwu.edu.





Central Washington University... GRADE POSTING

Your grade rosters will display a roster grade and an official grade column. Grades are entered in the roster grade column. Once saved, grades will post to the official student record in an overnight process at 3 a.m.:

GRADE POSTING PATH

- 1. MyCWU
- 2. Faculty tab
- 3. Grade Roster (icon next to the appropriate class)
- 4. Click to pull up grade options
- 5. Select Grade
- 6. Save

After grades have posted to the official student record <u>or</u> the grading deadline has passed, you will not be able to make changes in MyCWU. Change of Grade Forms or signed grade rosters with the appropriate signatures will need to be submitted to the Office of the Registrar for grade entry.

Missing grades impact students' financial aid, academic standing, and honor roll status. Grades are due each term at 10 p.m. on the Tuesday after final exams week. Please refer to the Academic Calendars for specific term dates.

FOR MORE INFORMATION



Office of the Registrar



509-963-3001



reg@cwu.edu



cwu.edu/registrar

